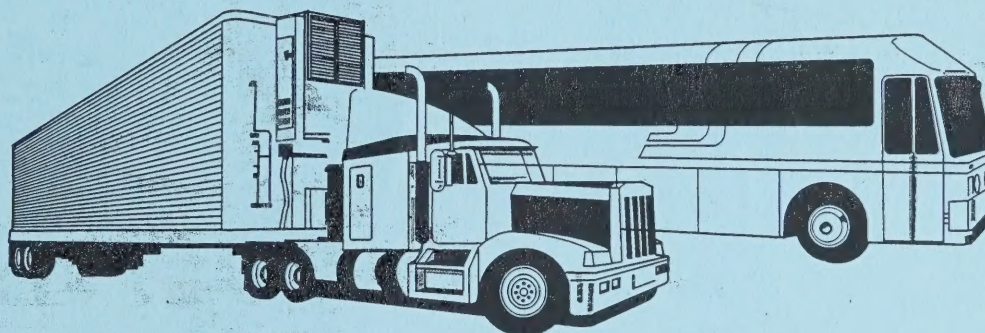


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TRUCK & BUS



NATIONAL SAFETY CODE

Revised
September 1995

TRANSPORTATION
REGULATION
IN ONTARIO

For additional copies write to:

Ministry of Transportation Ontario
MTO INFO
301 St. Paul Street
Concourse
St. Catharines, Ontario
L2R 7R4

Phone: 905-704-2000

The National Safety Code Standards are printed in a manual which is available for a fee from:

Canadian Council of Motor Transport Administrators
2323 St. Laurent Boulevard
Ottawa, Ontario
K1G 4K6

Phone: 613-736-1003

Fax: 613-736-1395

REVISED EDITION, 1ST PRINTING JUNE 1994
REVISED EDITION, 2ND PRINTING SEPTEMBER 1995

version française disponible

ISBN. 0-7778-2644-5

AX24134

**TRUCK AND BUS
NATIONAL SAFETY CODE
TRANSPORTATION REGULATION IN ONTARIO**

Revised and Updated
September 1995





THE NATIONAL SAFETY CODE IN ONTARIO

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INTRODUCTION

COMMERCIAL MOTOR VEHICLE HIGHWAY SAFETY

Safety on Ontario's roads and highways is a fundamental priority of the Ministry of Transportation.

Every driver and vehicle operator in Ontario shares the duty to use our roads and highways responsibly. Every vehicle must be driven and maintained in a manner that will ensure driver, passenger and pedestrian safety.

The commercial fleets - trucks, buses and trailers - are a prominent and significant component of Ontario's highway users. The operators of these fleets have a particularly important contribution to make to highway safety.

Commercial vehicles operate throughout the province and throughout the year, on every type of road and in all kinds of driving conditions. Their drivers are qualified in handling and manoeuvring large and heavy vehicles, and in delivering their passengers and cargo safely to their destinations. Their maintenance staff are trained and experienced in keeping the complex systems of today's trucks and buses in good working order. Unfortunately, ministry experience over the past several years has revealed a disappointing compliance level by industry with many safety requirements, especially the ongoing maintenance of vehicle components. The transportation industry cannot afford to become complacent and must strive to improve its record and public reputation.

To assist commercial motor vehicle drivers and operators, and to ensure our roads and highways will remain among the safest in North America, Ontario has actively participated in the development and implementation of Canada's National Safety Code for Commercial Motor Vehicles.

In 1990 the Ministry of Transportation published the original edition of the "Truck and Bus" booklet which you are now holding. The purpose of the booklet was to describe how the National Safety Code had been implemented in Ontario. In addition, each individual section explained the actions each driver and each operator in the truck and bus industries must take to do their part in keeping our roads and highways safe for all.

The original publication was well-received by the transportation public and has become one of the more important public education tools used by ministry staff. The demand for this publication has been consistently high and it has gone through several reprintings between 1990 and the present.

However, by 1994 it was obvious that some updating to this successful publication was required. As well, in a climate of economic constraint, it was decided to depart from the glossy presentation of the material in the original publication in favour of a more humble but no less effective package.

This new edition of the original "Truck and Bus" booklet has been updated to incorporate new material relevant to Ontario's Graduated Licensing System and Periodic Vehicle Inspection Program and to reflect amendments to the Hours of Work Regulation made in January 1993. In addition, references to statutes and regulations have also been updated

as required. Otherwise, very little has been changed.

NATIONAL SAFETY CODE

Canada's National Safety Code for Commercial Motor Vehicles consists of 16 individual Standards. These Standards cover every element of driver qualification and vehicle operation and maintenance:

Standard 1:	Single Driver Licence Concept
Standard 2:	Knowledge and Performance Tests (Drivers)
Standard 3:	Driver Examiner Training Program
Standard 4:	Classified Driver Licensing System
Standard 5:	Self-Certification Standards and Procedures
Standard 6:	Medical Standards for Drivers
Standard 7:	Carrier and Driver Profiles
Standard 8:	Short-Term Suspension
Standard 9:	Hours of Service Regulations
Standard 10:	Security of Loads Standards
Standard 11:	Commercial Vehicle Maintenance Standards
Standard 12:	CVSA On-Road Inspections
Standard 13:	Trip Inspection Reports
Standard 14:	Compliance Reviews
Standard 15:	Facility Audit Standards
Standard 16:	First Aid Training

Every province and territory in Canada plans to implement these Standards within its own jurisdiction, with some local variations, so that the truck and bus industries will be more uniformly regulated across the country.

In Ontario, much of the legislation needed to meet the National Safety Code Standards, such as the classified driver licence concept and load security, has been in place for many years. However, amendments to the Highway Traffic Act, and additional regulations made under the Act, came into force in 1989 to implement other standards, such as hours of work and trip inspection reports. By September of 1989, each of the National Safety Code

Standards except numbers 8, 14 and 16 had been adopted in Ontario.

WHAT IS INCLUDED IN EACH SECTION

Each section in this booklet describes one element of the National Safety Code as it has been implemented in Ontario. Each explains the application and requirements of the relevant legislation, and the procedures a driver or operator should follow. In addition, information sources, contact points within the Ministry of Transportation and suggested related topics are provided.

Information concerning National Safety Code Standard 3, Driver Examiner Training, is included in the section describing the Classified Driver's Licence system. In addition, although the National Safety Code First Aid Training Standard has not been legislated in Ontario under the Highway Traffic Act, commercial motor vehicle operators in the province must meet the training and equipment requirements of the Ontario Workers' Compensation Act.

The sections explain the basic requirements and procedures for each subject, translated from the legislation into easily read and understood language. The reader should refer to the official Statutes and Regulations of Ontario to obtain the precise language of the laws that are summarized in these brochures.

These sections stress the duties of both drivers and operators. In this context, an "operator" is the individual or company that is responsible for the operation and condition of a truck, trailer or bus, the behavior of the driver and the safe carriage of the cargo or passengers.

The information in the sections is applicable to most commercial vehicle drivers and operators. Any exemptions from the regulations are described in the appropriate sections.

Copies of Ontario Acts and Regulations are available from:

Publications Ontario
5th Floor
880 Bay Street
Toronto, Ontario
M7A 1N8

Telephone: 416-326-5300
1-800-668-9938

FACILITY AUDITS

Commercial motor vehicle operators in Ontario should pay particular attention to the Facility Audit program. Facility Audits complement the on-highway enforcement program, and provide educational opportunities to increase operators' awareness of their responsibilities as safe users of the province's highways.

Facility Audits are designed to review an operator's on-highway activity in considerable detail. During the audit, Ministry of Transportation personnel will examine the operator's records and documentation to create a profile of the operator's safety performance. The majority of the components of the National Safety Code, as implemented in Ontario, may be reviewed during a Facility Audit. CAVR payments and compliance with operating licences, if applicable, may also be reviewed.

At the conclusion of the Facility Audit, both the operator and the Ministry will have a good understanding of the operator's degree of compliance with the safety and performance standards established for commercial users of the province's roads and highways. Operators with problems will be able to learn exactly what is expected of them, and can discuss corrective actions with the audit staff. Operators may be charged with violations disclosed during the audit.

The Facility Audit procedure is an important component of the Ministry of Transportation's highway safety program in Ontario.

DISTRICT OFFICE DIRECTORY

- ◆ Durham
67 Thornton Road South
Oshawa, Ontario L1J 5Y1
Tel: 905-728-7505
Fax: 905-433-6907
- ◆ Halton
1182 North Shore Blvd. East
Burlington, Ontario
L7R 3Z9
Tel: 905-637-4108
Fax: 905-637-4114
- ◆ Hamilton/Niagara
370 Kenora Avenue North
Stoney Creek, Ontario
L8E 2W2
Tel: 905-561-5924
Fax: 905-578-4603
- ◆ Kenora
P.O. Box 2250
808 Robertson Street
Kenora, Ontario
P8N 3B3
Tel: 807-468-2777
Fax: 807-468-2784
- ◆ Kingston
Postal Bag 4000
355 Counter Street
Kingston, Ontario
K7L 5A3
Tel: 613-545-4840
Fax: 613-545-4781
- ◆ Kitchener
524 Belmont Avenue West
Kitchener, Ontario
N2M 5E3
Tel: 519-744-1129
Fax: 519-571-6015
- ◆ London
P.O. Box 5338
659 Exeter Road
London, Ontario
N6A 5H2
Tel: 519-649-3004
Fax: 519-649-3086
- ◆ North Bay
P.O. Box 3030
447 McKeown Avenue
North Bay, Ontario
P1B 8L2
Tel: 705-497-5411
◆ Fax: 705-497-5415

- ◆ Ottawa
1570 Walkley Road
Ottawa, Ontario
K1V 6P5
Tel: 613-731-8334
Fax: 613-731-1444
- ◆ Peel
John Rhodes Driver Examination Centre
7900 Airport Road
Brampton, Ontario
L6T 4N8
Tel: 905-793-4345
Fax: 905-874-4038
- ◆ Sault Ste. Marie
688 Second Line East
Sault Ste. Marie, Ontario
P6B 4K3
Tel: 705-945-9395
Fax: 705-945-6851
- ◆ Sudbury
782 LaSalle Boulevard
Montrose Mall
Sudbury, Ontario
P3A 4V4
Tel: 705-566-1414
Fax: 705-675-4122
- ◆ Thunder Bay
P.O. Box 1177
615 South James Street
Thunder Bay, Ontario
P7C 4X9
Tel: 807-473-2021
Fax: 807-473-2133
- ◆ Timmins
83 Algonquin Boulevard West
Timmins, Ontario
P4N 2R4
Tel: 705-264-2239
Fax: 705-267-2023
- ◆ Windsor
2470 Dougall Road
Windsor, Ontario
N8X 1T2
Tel: 519-972-7349
Fax: 519-973-1492
- ◆ York
50 Bloomington Rd., 1st Floor
Aurora, Ontario
L4G 3G8
Tel: 905-713-7324
Fax: 905-713-7328

SINGLE DRIVER'S LICENCE CONCEPT

APPLICATION

- ◆ Every driver in Ontario.

REQUIREMENTS

- ◆ A driver in Ontario may have only one driver's licence, unless:
 - a second licence is a motorcycle learner's permit; or
 - a second licence is required by and issued by another jurisdiction, e.g. Japan.
- ◆ Every person who drives in Ontario must have in their possession a valid driver's licence that matches the type of vehicle being driven.
- ◆ A valid driver's licence is one that is not canceled, suspended or expired.

PROCEDURE

1. When applying for an Ontario driver's licence, a person must surrender all driver's licences issued by other Canadian and U.S. jurisdictions.

ENFORCEMENT

- ◆ When a person applies for an Ontario driver's licence, their name is checked using a computerized inter-provincial record exchange system to ensure they do not have a driver's licence issued by any other province or territory of Canada.
- ◆ Driver's licence regulations are enforced by Ministry of Transportation officers and every Ontario police force during both roadside inspections and facility audits.
- ◆ Driver's licence violations that occur while driving a truck or bus in Ontario are recorded on both the individual driver's file and on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 35

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Driver Testing
- ◆ Classified Driver's Licence
- ◆ Driver Certification
- ◆ CVOR

DRIVER TESTING

APPLICATION

- ◆ Every person who applies for a driver's licence in Ontario

REQUIREMENTS

- ◆ Every person who applies for a driver's licence in Ontario must show that they understand:
 - the rules of the road;
 - traffic signs and signals; and
 - the special requirements of the type of vehicle they intend to drive,and that they are qualified to drive that type of vehicle.
- ◆ An applicant for an Ontario driver's licence will be given a vision, knowledge and road test.
- ◆ Licence applicants must meet age requirements and the vision, hearing and medical requirements described in the Medical Standards brochure. Truck and bus drivers must be at least 18 years old, school bus drivers must be at least 21 years old.
- ◆ The knowledge test may be written or oral, or may be administered by computer.
- ◆ To pass the road test, the applicant must show an ability to drive the type of vehicle associated with the class of licence requested. The road test for truck and bus licences includes:
 - a circle check of vehicle components, including the engine compartment and the driver's controls;
 - a test of off-road manoeuvring skill;
 - an on-road driving test; and
 - a coupling/uncoupling test (Class A only).
- ◆ New drivers applying for their first licence, or moving to Ontario from a reciprocating jurisdiction and having been licensed less than 24 months within the last three years, will be subject to the graduated licensing system (GLS). The GLS is a two level licensing process applicable to class G and class M licenses. Each level has restrictions including respective exit tests to become fully licensed class G and/or class M drivers. Applicants may not upgrade to a classified licence while a novice driver.

- ◆ A person applying for a "Z" air brake endorsement must pass both a written and a practical test of their knowledge of air brake operations that includes:
 - brake system components;
 - trailer systems and valves;
 - dual air brake systems;
 - brake adjustment; and
 - brake inspection and warning signs.
- ◆ The "Z" endorsement can be obtained by successfully completing a Ministry approved air brake course and presenting the certificate to a Driver's Examination center for viewing. The certificate will be recognized within 3 years from the issue date."
- ◆ Applicants exchanging out-of-province licences will be tested for applicable vision and medical requirements.

PROCEDURES

1. Applicants for new or upgraded driver's licences must acquire the necessary knowledge and obtain the qualifications to operate the type of vehicle they want to be licensed to drive.
2. Applicants for licences that would allow them to drive trucks, buses or ambulances must obtain a medical examination from a doctor, and must have the required medical form completed prior to being tested.
3. When properly trained and qualified, the applicant should make an appointment to take the required tests at a Ministry of Transportation Driver Examination Centre, and bring the appropriate type of vehicle for the test.
4. If the applicant works for an operator who is a Recognized Authority under the Driver Certification program, procedures for licence testing, renewing and upgrading should be discussed with the operator's driver trainer.
5. Applicants will be given a copy of their road test reports.
6. Truck, bus and ambulance drivers' licences and air brake endorsements, including required vision and medical (except for Class D) examinations, must be renewed every 3 years until age 65, and annually thereafter.

ENFORCEMENT

- ◆ Driver's licence regulations are enforced by Ministry of Transportation officers and by every Ontario police force during both roadside inspections and facility audits.
- ◆ Driver's licence violations that occur while driving a truck or bus are recorded on both the individual driver's file and on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 32
 - Regulation 341/94 (Driver Licence Examinations)
 - Regulation 340/94 (Drivers' Licences)
 - Regulation 339/94 (Demerit Point System)
- ◆ Ministry of Transportation Publications:
 - The Driver's Handbook
 - Truck Driver's Handbook
 - Truck and Bus Driver's Manual
 - The Air Brake Handbook
 - Bus Driver's & School Bus Driver's Handbook

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Single Driver's Licence Concept
- ◆ Classified Driver's Licence
- ◆ Driver Certification
- ◆ Medical Standards
- ◆ CVOR

CLASSIFIED DRIVER'S LICENCE

APPLICATION

- ◆ All drivers licensed in Ontario, and all operators.

REQUIREMENTS

- ◆ Ontario driver's licences are classified according to the type of vehicle to be driven.
- ◆ Drivers in Ontario must have in their possession a valid driver's licence that matches the type of vehicle being driven. A valid licence is one that is not canceled, suspended or expired or the driver cannot be a novice driver.
- ◆ A valid driver's licence issued by another province or state to a resident of that jurisdiction is valid in Ontario for a type of vehicle if the licence permits the person to drive that type of vehicle in the province or state that issued the licence.
- ◆ The 14 Ontario driver's licence classes are listed at the end of this section.
- ◆ Truck licences:
 - A person with a Class A licence may drive any truck, tractor-trailer or truck-trailer combination.
 - A person with a Class B, C and D licence may drive any truck or truck-trailer combination, provided the total gross weight of the towed vehicle and its load is not over 4,600 kg (10,140 lb.).
 - A person with a Class E, F and G licence may drive a light truck or truck-trailer combination with both a total actual and registered gross weight not exceeding 11,000 kg (24,250 lb.), provided the total gross weight of the towed vehicle and its load is not more than 4,600 kg (10,140 lb.).
- ◆ Bus licences:
 - Any transit or inter-city bus may be driven by a person with a Class B or C licence.
 - A transit or inter-city bus with no more than 24 passenger seats may be driven by a person with a Class E or F licence.
- ◆ Drivers of vehicles equipped with air brakes must have a "Z" endorsement on their driver's licence.
- ◆ A person must pass knowledge and driving tests, and must meet certain age and medical criteria in order to obtain a driver's licence. However, the applicant cannot be a novice driver.

PROCEDURES

1. A driver must obtain the correct class of driver's licence for the type of vehicle to be driven. The driver must pass the knowledge, vision and meet medical standards which, for bus licences, includes hearing tests.
2. The driver must pass a road test given either by a Ministry of Transportation Driver Examiner, or by a company Signing Authority, if the driver's company has an approved driver certification program.
3. A driver who drives a vehicle equipped with air brakes must obtain a "Z" air brake endorsement, by passing a knowledge and practical test given by the Ministry of Transportation. A driver can obtain a "Z" air brake endorsement by successfully completing a Ministry approved air brake course and presenting the certificate to a Driver's Examination centre for viewing. The certificate will be recognized within 3 years from the issue date:
4. An operator must ensure that drivers are properly licensed. An operator may purchase, from the Ministry of Transportation, a driver's abstract that shows the driver's licence class, driving convictions for the past 3 years, and whether the licence is valid.
5. A driver must carry a valid driver's licence when driving.

ENFORCEMENT

1. A driver must not drive a motor vehicle, and an operator must not allow a driver to drive, a truck or bus if the driver does not have a valid driver's licence that matches the type of vehicle being driven.
2. Driver's licence regulations are enforced by Ministry of Transportation officers and by every Ontario police force, during both roadside inspections and facility audits.
3. Driver's licence violations that occur while driving a truck or bus are recorded on both the individual driver's file and on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

◆ Highway Traffic Act:

- Sections 32 & 33
- Regulation 339/94 (Demerit Point System)
- Regulation 341/94 (Driver Licence Examinations)
- Regulation 340/94 (Drivers' Licences)
- Regulation 584 (Driver Licence Suspension for Default of Payment of Fine)

◆ Ministry of Transportation Publications:

- The Driver's Handbook
- Truck Driver's Handbook
- Truck and Bus Driver's Manual
- The Air Brake Handbook
- Bus Drivers & School Bus Drivers Handbook

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Single Driver's Licence Concept
- ◆ Driver Testing
- ◆ Driver Certification
- ◆ Medical Standards
- ◆ CVOR

DRIVER'S LICENCE CLASSES

Class of Licence	Types of Vehicles Allowed	May Also Drive Vehicles in Class
A	Any tractor-trailer or truck-trailer combination.	D and G
B	Any school purposes bus.	C,D,E,F and G
C	Any regular bus.	D,F and G
D	Any truck or combination provided the towed vehicle including its load is not over 4600 kg.	G
E	School purposes bus - maximum of 24 passenger capacity.	F and G
F	Regular bus, maximum of 24 passenger capacity, and ambulances.	G
G	Any automobile, moped, small truck or combination, not exceeding 11000 kg. total gross weight or registered gross weight, provided the towed vehicle, including its load, is not over 4600 kg.	
M	Motorcycles and motor-assisted bicycles.	
L	Learner's licence, with restrictions, for class G vehicles.	
R	Learner's licence, with restrictions, for class M vehicles.	
G1	Novice licence, with restrictions, for class G vehicles.	
G2	Novice licence, with restrictions, for class G vehicles.	
M1	Novice licence, with restrictions, for class M vehicles.	
M2	Novice licence, with restrictions, for class M vehicles.	

DRIVER CERTIFICATION

APPLICATION

- ◆ Every bona fide fleet operator who wishes to train and test its own drivers and:
 - employs drivers;
 - has a fleet of at least 10 vehicles; and
 - is domiciled,in Ontario.
- ◆ or any approved community college.

REQUIREMENTS

- ◆ A bona fide fleet operator/community college who is approved by the Ministry as a Recognized Authority may train and test its own employees or students and certify that they qualify for renewed or upgraded drivers' licences.
- ◆ Signing authority must be employed by or contracted to the recognized authority.
- ◆ A Signing Authority for an operator may only certify drivers who are employees of that operator.
- ◆ A Signing Authority, once approved by the Ministry, may perform knowledge, vision and road testing for upgrades and regular renewals for classified driver's licence classes, for the "Z" brake endorsement and in selected cases for class "M" (motorcycles).

PROCEDURES

1. To become a Recognized Authority, a fleet owner/operator must submit a driver safety, training and testing program to the Ministry of Transportation. The program must include:
 - a detailed training program that includes lesson plans, outlining training procedures;
 - a copy of in-house handbook and reference material;
 - a map of the on-road test route; and
 - a description of the operator's on-going safety programs.
2. To be approved as a Recognized Authority, an operator must also:
 - employ or have under contract a qualified driver trainer who is qualified as a Signing Authority;
 - have the necessary teaching aids; and
 - have the necessary testing equipment, such as a vision screener.
3. To be approved as a Signing Authority, a driver trainer must have:
 - been employed by or be contracted to employer/recognized authority;
 - held, for at least 3 consecutive years, a valid driver's licence in the class for which he or she is providing training;
 - passed the Ontario Safety League's Fleet Driver Training Course, or a similar Ministry approved course;
 - fewer than 6 demerit points; and,
 - an acceptable driving record and meet standards with respect to certain driver related Criminal Code of Canada convictions.
4. When an operator is approved as a Recognized Authority, the Ministry of Transportation will indicate in a formal approval letter:
 - the driver's licence classes that each Signing Authority may certify;
 - the tests that can be administered; andall Ministry test papers and reports that are related to their program.

5. A Recognized Authority must maintain records of: original approved training program; signing authority monthly activity reports.

A Signing Authority must maintain driver files that should include:

- test records and papers for 1 year;
- documentation of training hours;
- all traffic accidents involving the operator's vehicles;
- driver abstracts

Signing Authority must submit a monthly activity report to the Ministry of Transportation.

6. An authority may be suspended or canceled for failing to meet program requirements or for lack of activity.

ENFORCEMENT

- ◆ The driver certification program is administered and monitored by Ministry of Transportation staff.
- ◆ Ministry of Transportation staff may inspect a Recognized Authority's driver training and testing records, and may take check rides with company certified drivers to evaluate the training and testing programs.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 32
 - Regulation 340/94 (Drivers' Licences)

MINISTRY CONTACT

Further information may be obtained from:

Operational Policy Office
Licensing and Control Branch
Ministry of Transportation
1201 Wilson Avenue
7th Floor
West Tower
Downsview, Ontario
M3M 1J8

Telephone: 416-235-4612

RELATED TOPICS

- ◆ Single Driver's Licence Concept
- ◆ Driver Testing
- ◆ Classified Driver's Licence
- ◆ Medical Standards

MEDICAL STANDARDS

APPLICATION

- ◆ All truck and bus drivers licensed in Ontario.

REQUIREMENTS

- ◆ When applying for a classified driver's licence, all truck and bus drivers must:
 - have at least 20/30 vision in one eye and 20/50 vision in the other eye;
 - have 120° horizontal field of vision in each eye tested separately; and
 - report cardiovascular, respiratory, neurological, musculo-skeletal, metabolic, sensory and other diseases, as well as psychiatric disorders and addictions.

When applying for a licence renewal or upgrade, Class A truck drivers and all bus drivers must continue to meet these requirements.

- ◆ Bus drivers must also either:
 - be able to hear with one ear; with an aid if necessary; a forced whispered voice at a distance of 1.5m [5 ft.]; or
 - have a hearing loss in one ear of no greater than 40 decibels at 500, 1000, and 2000 hertz.

When applying for a licence renewal or upgrade, bus drivers must continue to meet these requirements.

PROCEDURES

1. Each applicant for a Class A, B, C, D, E and F driver's licence must have a medical examination by a physician and must pass a vision test before receiving the licence, and before renewing or upgrading any licence except a Class D or F licence. Bus drivers must also pass a hearing test.
2. Written reports of these examinations must be provided to the Ministry of Transportation to obtain or renew a truck or bus driver's licence.
3. A physician or optometrist must report the name and medical condition of any person who appears to be unfit to drive as a result of that condition.
4. The Ministry of Transportation will determine whether a person's medical condition is such that a certain class of driver's licence cannot be issued to that person, or can be issued with restrictions.

ENFORCEMENT

- ◆ Ministry of Transportation staff check for proof that applicable medical standards are met before issuing, renewing or upgrading truck and bus drivers' licences.
- ◆ Driver's Licence Regulations are enforced by Ministry of Transportation officers and by every Ontario police force, during both roadside inspections and facility audits.
- ◆ Driver's licence violations that occur while driving a truck or bus are recorded on both the individual driver's file and on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Sections 32, 203 and 204
 - Regulation 340/94 (Drivers' Licences)
- ◆ Ministry of Transportation Publication:
 - *Fitness to Drive in Ontario:
A Guide to Medical Standards for Driver Licensing*

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Driver Testing
- ◆ Classified Driver's Licence
- ◆ Driver Certification
- ◆ CVOR

COMMERCIAL VEHICLE OPERATOR'S REGISTRATION

APPLICATION

- ◆ All operators who are responsible for commercial motor vehicles and their drivers, except:
 - Light trucks (registered gross weight 4500 kg. [9920 lb.] or less);
 - Tow trucks and mobile cranes;
 - Trucks or buses with Dealer and Service permits and plates or In-Transit permits;
 - Trucks or buses leased by individuals for up to 30 days and used to move their personal goods, or to carry passengers at no fare;
 - Motor homes or buses used for personal purposes without compensation; or
 - Ambulances, fire trucks, hearses, or casket wagons,that use Ontario's highways.
- ◆ Note: A "bus" is defined as a motor vehicle designed for carrying 10 or more passengers and used for the transportation of persons.

REQUIREMENTS

- ◆ The CVOR program provides a structured method of monitoring operator performance on Ontario's highways.
- ◆ Every operator must obtain a CVOR certificate.
- ◆ An operator may have only one CVOR certificate. Different corporations must each have their own CVOR certificate.
- ◆ Every operator must ensure that a copy of its CVOR certificate is carried in every truck or bus, except exempt vehicles as listed above.
- ◆ Each operator is held responsible and accountable for its:
 - Drivers' behavior;
 - Vehicles' operation and condition; and
 - Compliance with highway-related legislative requirements.

- ◆ All convictions, safety detentions, accidents and defaulted fines registered against the operator since October 1, 1986 are recorded on the operator's CVOR file.
- ◆ All convictions registered against an operator's drivers since July 1, 1989, if related to their actions while driving a truck or bus for the operator, are recorded on the operator's CVOR file.
- ◆ If an operator's safety performance is unsatisfactory, its CVOR certificate, plates or permits may be suspended or canceled, or a limit may be imposed on the number of vehicles that it may operate.

PROCEDURES

1. Every operator with trucks or buses using Ontario's roads and highways must complete an application to obtain a CVOR certificate.
2. As part of the CVOR application, the operator must provide its Registered Identification Number (RIN), if they have one, file letters patent, and must report the names of all corporate officers or partners. Changes in corporate officers or partners must be reported to the Ministry of Transportation within 15 days. Changes in fleet size should also be reported on a timely basis.
3. Every truck or bus must carry the original or a copy of:
 - the operator's CVOR certificate;
 - the lease, if the vehicle is leased; or,
 - the contract or notice of contract, if the vehicle is operated under a Truck Transportation Act owner-driver or single-source authority.
4. Convictions registered against an operator and drivers are recorded in the operator's CVOR file for a period of 5 years.
5. Safety detentions, accidents, and defaulted fines are also recorded in the operator's CVOR file, to provide a complete profile of the operator's performance.
6. The number of convictions, accidents and detentions on each operator's CVOR file are monitored. If an operator accumulates an unsatisfactory amount of these events, based on its fleet size, the Ministry of Transportation will review the operator's performance and send a warning letter.
7. If the operator does not improve its performance following the warning letter, it may be required to meet with a Ministry of Transportation official. The purpose of the meeting will be to help the operator understand the reasons for the poor performance, and to have the operator prepare and commit to an action plan to improve its performance.

8. If the operator does not attend the meeting, or if its performance does not improve sufficiently, then the Registrar of Motor Vehicles may ask the operator to show cause why it should not be subject to operating sanctions.
9. The Registrar may impose sanctions immediately, or may give the operator additional time to improve its performance.
10. A progressive range of sanctions are available:
 - temporary fleet size restrictions (fleet limitation);
 - suspension or cancellation of vehicle permits and plates;
 - temporary suspension of the operator's CVOR certificate;
 - cancellation of the operator's CVOR certificate; or
 - Plate seizure.
11. An operator under a fleet limitation will be given certificates for the number of vehicles it is allowed to operate, and must carry an original certificate in each vehicle.

ENFORCEMENT

- ◆ The CVOR program is enforced by Ministry of Transportation officers and by every Ontario police force, during both roadside inspections and facility audits.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Sections 16, 17, 18, 19, 20, 21, 22, 47 and 205.
- ◆ Ministry of Transportation Publication:
 - *Commercial Vehicle Operator Registration*

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

Convictions under the following statutes may be recorded on an operator's CVOR file:

- ◆ Highway Traffic Act
- ◆ Dangerous Goods Transportation Act
- ◆ Transportation of Dangerous Goods Act (Canada)
- ◆ Truck Transportation Act
- ◆ Motor Vehicle Transport Act, 1987 (Canada)
- ◆ Public Vehicles Act
- ◆ Environmental Protection Act
- ◆ Fuel Tax Act
- ◆ Compulsory Automobile Insurance Act
- ◆ Employment Standards Act
- ◆ Canada Labour Code (Canada)
- ◆ Liquor Control Act
- ◆ Criminal Code (Canada)

HOURS OF WORK

APPLICATION

- ◆ All operators who are responsible for commercial motor vehicles and their drivers, except when operating or driving:
 - Light trucks (registered gross weight 4500 kg. [9920 lb.] or less);
 - Two or three axle trucks carrying farm, sea, forest or lake products produced by the driver or the operator;
 - Tow trucks or mobile cranes;
 - Trucks or buses with Dealer and Service plates and permits or In-Transit permits;
 - Trucks or buses leased by individuals for 30 days or less to move their personal goods, or to carry passengers at no fare;
 - Motor homes or buses used for personal purposes without compensation;
 - Trucks or buses in use in public emergencies;
 - Ambulances, fire trucks, hearses, or casket wagons; or
 - Transit buses in local service.
- ◆ Note: A "bus" is defined as a motor vehicle designed for carrying 10 or more passengers and used for the transportation of persons.

REQUIREMENTS

- ◆ A driver may not drive a truck or bus after having:
 - driven for 13 hours; or
 - been on duty for 15 hours,without first taking 8 consecutive hours off duty.
- ◆ A driver may not drive a truck or bus after having been on duty for:
 - 60 hours in 7 consecutive days; or
 - 70 hours in 8 consecutive days; or
 - 120 hours in 14 consecutive days. (There is a requirement for a driver using this last option to take 24 consecutive hours off duty between 0 - 75 hours. The Ministry should be consulted for details.)
- ◆ Once every 7 days, the required 8-hour off duty period may be reduced to as little as 4 consecutive hours by adding the number of reduced hours to the next 8-hour off duty period.
- ◆ An 8-hour off duty period may be split into two periods, each of at least 2 hours, by taking it in a sleeper. When this is done, the total of the driving times immediately before and after each period in the sleeper cannot be more than 13 hours.

- ◆ A driver delayed by unexpected driving conditions may exceed the allowable on duty time by 2 hours.

PROCEDURES

1. All truck and bus drivers and operators must arrange their work schedules to comply with the Hours of Work requirements.
2. A driver must make a daily written log that shows all off duty, sleeper berth, driving and on duty (not driving) time, using a continuous line drawn on a 24-hour grid. The log must be complete to the most recent duty status change, and must show the:
 - driver's name and signature, and name of any co-driver;
 - date and starting time for the 24-hour period covered by the log;
 - name and head office address of each operator for whom the driver works in the day;
 - plate or unit number of trucks or buses, and any trailer(s), driven by the driver;
 - odometer reading on each vehicle when the driver first drives it in the day;
 - driver's total distance driven and total time in each duty status; and
 - location where each duty status change occurred.
3. A driver does not need to keep a daily log on any day that he or she stays within 160 km. of the home terminal and returns there within 15 hours, provided that:
 - the driver's operator keeps records of the time the driver goes on and off duty and of the total time the driver is on duty; and
 - the driver keeps a log on any day when a daily log is required that also shows the driver's total on duty time in the previous seven or thirteen consecutive days.
4. The log may be kept by an automatic on-board device that can record and display:
 - the driver's duty status for the current and previous days;
 - changes in the driver's duty status; and
 - time and vehicle movement and whether the device was disconnected.
 - At the request of an enforcement officer, a driver must be able to make graph-grid logs in the prescribed format converting information previously

recorded by the automatic device. The driver must carry blank logs for this purpose.

5. Drivers must keep all supporting documents such as fuel and lodging receipts, bills of lading and shipping documents received during each trip, and must give them to the operator with the daily log.
6. Drivers must give the operator the original of each log within 20 days.
7. The operator must forward logs and supporting documents to his head office within 30 days, and must keep them there for 6 months.

ENFORCEMENT

- ◆ A driver must not drive, and an operator must not allow a driver to drive, a truck or bus unless the driver has taken the required time off duty.
- ◆ Hours of Work regulations are enforced by Ministry of Transportation officers and by Ontario police force, during both roadside inspections and facility audits.
- ◆ Hours of Work convictions are recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 190
 - Regulation 4/93 (Hours of Work)

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ CVOR
- ◆ Facility Audit
- ◆ Employment Standards Act
- ◆ Commercial Vehicles Drivers Hours of Service Regulations (Canada)

LOAD SECURITY

APPLICATION

- ◆ All operators who are responsible for commercial vehicles and their drivers.
- ◆ Load security requirements are very important to operators who operate dump, flat deck, or other truck or trailer equipment transporting cargo liable to shift or fall from the vehicle in transit.

REQUIREMENTS

- ◆ Every load must be bound or secured so that no part of it can shift, or fall from a truck or attached trailer.

Load Security

- ◆ Every truck and bus carrying a load must use:
 - Some type of securely attached sides and ends that are strong enough and high enough to contain the load and prevent it from shifting or falling from the vehicle; or
 - Properly spaced tiedown chains, cables or straps of adequate strength, used with enough load covering and blocking to prevent the load from shifting or falling; or
 - Any other equally effective method of preventing the load from shifting or falling.
- ◆ Regulations suggest methods of securing metal coils and loose metal articles: other equivalent methods may be used.
- ◆ Containers may be secured directly to load-bearing surfaces of the vehicle if they have built-in attachment devices or are secured by an equally effective method.
- ◆ Freight carried on buses must be secured and located so that passenger aisles are clear.
- ◆ U.S. carriers operating in Ontario in compliance with the U.S. Federal Motor Carrier Safety Regulations regarding load security are considered to be in compliance with Ontario Laws.

Load Covering

- ◆ Sand, gravel, crushed stone, slag, salt or any mixture of these, where each piece is no larger than 38 mm. [1 1/2 in.] in diameter, waste, or shredded scrap metal must be covered with a tarp, canvas or net that keeps the load in the vehicle.
- ◆ Load covering requirements do not apply to:
 - Waste collection, or waste carriage in vehicles up to 4536 kg. [10000 lb.] actual or registered gross weight;
 - Loads carried on unpaved roads or across a paved road between unpaved roads;
 - Loads carried in vehicles up to 8165 kg. [18000 lb.] actual or registered gross weight, when the load is not waste;
 - Agricultural loads carried in a farmer's vehicle;
 - Aggregates, if the top of the load is below the top of the container and the sides of the load are at least 300 mm. [12 in.] below the sides of the container (subject to month and size restrictions); or
 - Winter highway maintenance operations, or within the limits of a highway construction contract.

PROCEDURES

1. Operators and drivers of dump, flat deck or other equipment transporting cargo liable to shift in transit should obtain the Regulations and Guide To Security Of Loads for detailed guidance.
2. Before driving a truck or bus, check that the load and all moveable vehicle parts such as doors and stakes are properly secured.
3. Secure or cover loads according to the requirements of the Regulations.
4. Routinely check securing devices and load covering during the trip.

ENFORCEMENT

- ◆ A driver, must not drive, and an operator must not ask or permit a driver to drive, a vehicle with a load that is not properly secured and covered.
- ◆ Load Security and Load Covering Regulations are enforced on-highway and during roadside inspections by Ministry of Transportation officers and by every Ontario police force.
- ◆ A charge may be laid whether or not a load actually shifts or falls off a truck or bus.
- ◆ Load Security and Load Covering convictions will be recorded on the operator's Commercial Vehicle Operator's Regulation (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 111
 - Regulation 577 (Covering of Loads)
 - Regulation 614 (Security of Loads)
- ◆ Public Vehicles Act:
 - Regulation 982, Section 17
- ◆ Ministry of Transportation Publication:
 - *Load Security in Ontario*
- ◆ Transportation Safety Association Publication:
 - *Safety In Load Security*

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ CVOR
- ◆ Vehicle Gross and Axle Weights
- ◆ Vehicle Dimensions
- ◆ Public Vehicle Luggage

VEHICLE MAINTENANCE

APPLICATION

- ◆ All operators of commercial motor vehicles, except when operating:
 - Light trucks (registered gross weight 4500 kg. [9920 lb.] or less);
 - Tow trucks or mobile cranes;
 - Trucks or buses with Dealer and Service permits and plates or In-Transit permits;
 - Trucks or buses leased by individuals for 30 days or less to move their personal goods, or to carry passengers at no fare;
 - Motor homes or buses used for personal purposes without compensation; or
 - Ambulances, fire trucks, hearses, or casket wagons.
- ◆ Note: A "bus" is defined as a motor vehicle designed for carrying 10 or more passengers and used for the transportation of persons.

REQUIREMENTS

- ◆ Every operator must ensure that each owned or leased vehicle, including all trailers, meets the required maintenance and performance standards. Standards are specified in Regulation 575.
- ◆ Every operator must have a system to inspect, maintain and repair each owned or leased vehicle at regular intervals.
- ◆ Every truck or bus operator must keep a record for each owned or leased vehicle that shows:
 - The make, year, VIN (Vehicle Identification Number) and company number, if any;
 - The lessor's name, if any;
 - The nature and date of every repair or maintenance activity;
 - The odometer reading at the time of every repair or maintenance activity;
 - A description of the types and frequency of regular inspections and maintenance to be performed; and
 - A record of every axle or suspension modification that affects the gross vehicle or axle weight rating.

PROCEDURES

1. Each operator must establish a system of periodic vehicle inspection, repair and maintenance for every truck, bus and trailer it operates.
2. Each operator must inspect, repair and maintain each truck, bus and trailer it operates in accordance with this system and the required maintenance and performance standards.
3. The required information must be assembled and kept current for each vehicle.
4. Vehicle records must be kept for 2 years at the operator's principal place of business in Ontario.
5. If a vehicle is sold, destroyed or returned to the lessor, its records may be discarded after 6 months.

ENFORCEMENT

- ◆ A driver must not drive or tow, and an operator must not allow a driver to drive or tow, a truck, bus or trailer that is in an unsafe condition.
- ◆ Vehicle maintenance requirements are enforced by Ministry of Transportation officers during facility audits.
- ◆ Vehicle maintenance requirement violations are recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 107
 - Regulation 575 (Commercial Motor Vehicle Inspections)

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ CVOR
- ◆ CVSA Roadside Inspection
- ◆ Trip Inspection
- ◆ Facility Audit

PERIODIC VEHICLE INSPECTION PROGRAM

APPLICATION

- ◆ All operators of trucks and trailers except when operating:
 - Light trucks that weigh 4500 kilograms (9,920 lb) or less unless operated with a trailer that produces a combination weight exceeding 4500 kilograms;
 - Light trailers that weigh 4500 kilograms (9,920 lb) or less unless operated in a combination that produces a weight exceeding 4500 kilograms;
 - Motor homes including a truck equipped with a camper unit;
 - Camper trailers and house trailers;
 - Mobile homes or office trailers operating under over dimensional permits;
 - Trucks that weigh 4500 kilograms or less while towing camper trailers, house trailers or implements of husbandry;
 - Trucks that are at least thirty years old and are registered with historical licence plates;
 - Trailers that weigh 4500 kilograms or less towed by a motor home;
 - Trucks or buses with dealer and service permits and plates or in-transit permits.

Note: Buses, physically disabled passenger vehicles and school purposes vehicles are inspected under a separate program (6 month inspection).

REQUIREMENTS

- ◆ Every vehicle operator must ensure that each vehicle operated by him/her is inspected and certified in accordance with the maintenance and performance standards in Ontario Regulation 611.
- ◆ Every vehicle operator must ensure that each owned or leased unit operated by him/her bears evidence of inspection and certification in force for the current year.
- ◆ A vehicle may be operated in Ontario if it is displaying or carrying valid proof of compliance with the inspection requirements of any Canadian jurisdiction or the applicable United States Regulations.

PROCEDURES

1. Each vehicle operator must ensure that vehicles subject to the Regulation are inspected in accordance with the Regulation every 12 months.
2. Inspections must be conducted at garage facilities which are licenced as Motor Vehicle Inspection Stations (MVIS) by the Ministry of Transportation.
3. An annual vehicle inspection certificate will be issued for each vehicle successfully completing its annual inspection. In addition, the inspection facility will affix a sticker to each vehicle for which a certificate has been issued indicating it has met the inspection standards.
4. Each operator must ensure that each vehicle operated by him bears a sticker issued for that vehicle valid for the current 12 month period.

ENFORCEMENT

- ◆ A driver must not drive or tow, and an operator must not allow a driver to drive or tow, a truck or trailer that is in an unsafe condition.
- ◆ Periodic Vehicle Inspection requirements are enforced on-highway and during roadside inspections by Ministry of Transportation officers and by every Ontario police force.
- ◆ Enforcement also occurs during facility audits conducted by Ministry of Transportation.
- ◆ Violations are recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act
 - Section 107
 - Regulation 611 (Safety Inspections)

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ CVOR
- ◆ CVSA Roadside Inspection
- ◆ Trip Inspection
- ◆ Facility Audit
- ◆ Vehicle Maintenance

CVSA ROADSIDE INSPECTIONS

The Commercial Vehicle Safety Alliance (CVSA) is an association of most provinces and states, including Ontario. The CVSA has developed uniform on-highway out-of-service vehicle standards. These standards are applied in Ontario.

APPLICATION

- ◆ All operators and drivers of trucks and buses, regardless of vehicle registered gross weight or weight rating.
- ◆ All buses and trucks, and all trailers, semi-trailers and converter dollies.

REQUIREMENTS

- ◆ Every truck and bus must be in safe operating condition at all times while on a highway.
- ◆ Every load must be properly secured at all times while being carried on a truck or bus on a highway.

PROCEDURES

1. Before driving a truck or bus, a driver should ensure that all documents are in order, that the vehicle is in safe mechanical condition, and that the load is secure.
2. Before allowing or asking a driver to drive a truck or bus, every operator should ensure that:
 - the driver is properly qualified and licensed;
 - the driver is fit and able to drive; and
 - the vehicle is in safe mechanical condition.
3. A vehicle may be stopped at any time by an officer for a CVSA roadside inspection.
4. The officer will inspect the vehicle to determine if the CVSA inspection items are free from defects.
5. A truck, bus or trailer that passes a CVSA inspection will be given a dated decal. The decal will be put on the lower right corner of the power unit's windshield (passenger side), and on the lower right corner of the trailer, near the front.
6. Any CVSA decals already on the vehicle will be removed.

7. A vehicle and/or driver that does not pass a CVSA inspection will be placed out of service, until CVSA standards are met.

ENFORCEMENT

- ◆ CVSA roadside inspections are performed by Ministry of Transportation officers, and police authorities.
- ◆ Vehicles that do not satisfy CVSA standards when inspected will be placed out of service.
- ◆ Vehicle detentions will be recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Sections 16, 32, 84 and 107
- ◆ CVSA Publication:
 - North American Uniform Out-of-Service Criteria

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Classified Driver's Licence
- ◆ Hours of Work
- ◆ Vehicle Maintenance
- ◆ Trip Inspection
- ◆ CVOR
- ◆ Dangerous Goods Transportation Act
- ◆ Transportation of Dangerous Goods Act (Canada)

TRIP INSPECTION

APPLICATION

- ◆ All truck and bus drivers, except when driving:
 - Light trucks (registered gross weight 4500 kg. [9920 lb] or less);
 - Two or three axle trucks, not towing a trailer, carrying primarily farm, sea, forest or lake products produced by the driver or the driver's employer;
 - Tow trucks or mobile cranes;
 - Trucks or buses with Dealer and Service permits and plates or In-Transit permits;
 - Trucks or buses leased by individuals for up to 30 days and used to move their personal goods, or to carry passengers at no fare;
 - Motor homes or buses used for personal purposes without compensation;
 - Trucks or buses in use in public emergencies;
 - Ambulances, fire trucks, hearses, or casket wagons; or
 - Transit buses in local service.
- ◆ Note: A "bus" is defined as a motor vehicle designed for carrying 10 or more passengers and used for the transportation of persons.

REQUIREMENTS

- ◆ Every truck and bus, and any attached trailer(s), must be inspected before its first trip each day. The operator must ensure the inspection is made.
- ◆ A truck or bus on a trip that lasts more than one day must be inspected during the first rest stop of the second and each following day.
- ◆ A truck or bus driven by more than one driver in one day need only be inspected one time.
- ◆ Daily circle checks (inspections) must meet the Requirements of Regulation 575.
- ◆ A vehicle must not be driven while in an unsafe condition.

PROCEDURES

1. Each operator must instruct someone to perform the required inspections, and must not allow its drivers to drive a truck or bus or tow a trailer that has not had the required inspection.
2. The inspection must be made before the vehicle's first trip of the day. If trailers are added during the day, a new inspection must be conducted.
3. A written report must be made of the inspection, unless:
 - the driver is instructed to drive the truck or bus within 160 km. of the place where the driver reports to work and to return there at the end of the day; and
 - the operator keeps a record of any safety defects found in the inspection, and of their repair, for 3 months.
4. The report must list each of the items that is to be inspected (see Regulation 575), and must also include the:
 - truck or bus make and plate or unit number;
 - plate or unit number of any attached trailer;
 - date of inspection; and
 - name and signature of the person who did the inspection.
5. Every safety defect found during the inspection must be noted on the report. If no safety defects are found, this must be noted on the report.
6. Every safety defect found by the driver during the day must be noted on the report.
7. Any defect found at any time which makes a truck, bus or trailer unsafe must be repaired before the truck or bus may be driven or the trailer may be towed.
8. A person who repairs a defect, or who decides a truck, bus or trailer is safe without repair, must record the date of the repair on the report, or the fact that no repair is required, and must sign the report.
9. The report must be carried in the truck or bus during the day, and the driver must give the report to the operator at the end of the day if there are no defects, or, if there are defects, after all necessary repairs have been recorded on the report.
10. The operator must keep all trip inspection reports at its head office for 3 months.

ENFORCEMENT

- ◆ A driver must not drive a truck or bus or tow a trailer that has not been inspected that day.
- ◆ A driver must not drive, and an operator must not allow a driver to drive, an unsafe truck or bus or tow an unsafe trailer.
- ◆ Trip inspection regulations are enforced by Ministry of Transportation officers and every Ontario police force, during both roadside inspections and facility audits.
- ◆ Trip inspection convictions will be recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Section 107
 - Regulation 575 (Commercial Motor Vehicle Inspections)

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ CVOR
- ◆ Vehicle Maintenance
- ◆ CVSA Roadside Inspections
- ◆ Facility Audits

FACILITY AUDITS

APPLICATION

- ◆ Every CVOR certificate holder in Ontario (Commercial Vehicle Operator Registration).
- ◆ Every commercial motor vehicle operator in Ontario.
- ◆ The purpose of facility audits is to increase operator knowledge of and monitor operator compliance with one or more of:
 - highway safety laws:
 - ▶ hours of work,
 - ▶ vehicle maintenance,
 - ▶ CVSA inspections, and
 - ▶ trip inspections;
 - pro-rated vehicle registration procedures (CAVR - Canadian Agreement on Vehicle Registration);
 - operating licence terms, where applicable (bus and truck "for-hire"); and
 - insurance requirements.
 - Motor Vehicle Inspection Station (MVIS) Licensee requirements.
- ◆ Only the first of these three audit subjects is part of the National Safety Code (Highway Safety Laws).
- ◆ CAVR audits are not applicable to intra-provincial operators.
- ◆ Operating authority audits are not applicable to operators who are private carriers.

REQUIREMENTS

- ◆ An operator must keep, and provide for audit, records that are applicable to its operation, employees and vehicles.
- ◆ An operator will be assessed on awareness of and compliance with, safety, pro-rating and operating authority rules.
- ◆ The operator will be advised of the audit results at the end of the audit.
- ◆ It is an offence to refuse to be audited.

PROCEDURES

1. A Ministry of Transportation inspector may contact the operator to arrange a convenient date for the audit. The operator will be told which of its records will be required for the audit.
2. The inspector may begin the audit by asking for general information about the operator.

National Safety Code Audit

3. The safety audit consists of four operator profile:
 - Driver Profile;
 - Staff Training and Development Profile;
 - Hours of Work Profile; and
 - Vehicle Maintenance Profile.

Each profile is a summary of the operators' performance in a particular area.

4. The inspector will randomly select driver files, daily logs and vehicle records based on the number of drivers and vehicles used by the operator.
5. The inspector may also randomly select one or more vehicles from those ready for dispatch to perform a mechanical inspection.

CAVR Audit (Canadian Agreement on Vehicle Registration)

6. The inspector will perform a CAVR audit on randomly-selected vehicles by comparing their actual distance travelled in each jurisdiction with the distances reported by the operator.

Economic Regulatory Control Audit

7. The inspector will perform an economic regulatory control audit to determine whether the operator complies with its licence authority. The inspector will examine the operator's activities during a sample period of time for violations.

Insurance

8. The inspector will review insurance documents to determine whether the operator complies with insurance requirements.

MVIS

9. The Inspector will ensure the MVIS is in compliance with the procedures and standards for issuing Safety Standard Certificates (SSC's) or affixing stickers.

Audit Conclusion

10. At the conclusion of all of the audits, the inspector will:

- discuss the results with the operator to ensure the operator is aware of all of the legislated requirements that must be met, and to explain any requirements the operator may be unfamiliar with;
- give the operator a copy of the "Audit Findings" for the safety audit and the "Audit Report" for the CAVR audit;
- inform the operator of any problems or discrepancies discovered, any documents copied and any charges that may be laid; and
- advise the operator whether a follow-up audit will be required.

ENFORCEMENT

- ◆ Facility audits are performed at operators' offices by Ministry of Transportation officers.
- ◆ Convictions arising out of the audit will be recorded on the operator's Commercial Vehicle Operator's Registration (CVOR) file.

INFORMATION SOURCES

- ◆ Highway Traffic Act:
 - Sections 7, 9, 16, 24, 32, 47, 85, 107, 111, 190, 225
 - Regulations 577, 585, 601, 611, 614, 628, 4/93, and 575
- ◆ Dangerous Goods Transportation Act
- ◆ Commercial Vehicle Safety Alliance Publication:
 - *North American Out-Of-Service Criteria*
- ◆ Canadian Agreement on Vehicle Registration
- ◆ Truck Transportation Act
- ◆ Motor Vehicle Transport Act, 1987 (Canada)
- ◆ Public Vehicles Act
- ◆ Compulsory Automobile Insurance

MINISTRY CONTACT

Further information may be obtained from any Ministry of Transportation District Office, as listed in the District Office Directory.

RELATED TOPICS

- ◆ Single Driver's Licence Concept
- ◆ Classified Driver's Licence
- ◆ Driver Certification
- ◆ CVOR
- ◆ Hours of Work
- ◆ Vehicle Maintenance
- ◆ Periodic Vehicle Inspection Program
- ◆ CVSA Roadside Inspection
- ◆ Trip Inspection
- ◆ CAVR
- ◆ Truck Transportation Act, 1988
- ◆ Public Vehicles Act
- ◆ Motor Vehicle Transport Act, 1987 (Canada)

**TRUCK
AND BUS
NATIONAL
SAFETY
CODE**

**Transportation
Regulation
In
Ontario**

